

This is a proposed DRAFT Statement of Work for a possible RFP
for Montana WIC for FY2013
For Discussion Purposes

3.0 PURPOSE

The State of Montana, Department of Public Health and Human Services is responsible for the local administration and management of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), which is administered by the United States Department of Agriculture (USDA). WIC provides nutrition screening and education, access to preventive health programs and access to selected foods to supplement diets to low income, pregnant, lactating and postpartum women, infants and children up to age five who are at nutritional risk. Currently over 21,000 participants per month receive WIC benefits through 28 local WIC Programs (or local agencies) and includes seven Indian Reservations.

The Montana WIC Program seeks to change their regionalization by switching from 28 local agencies to 17, which includes seven Indian Reservations. The following criteria were used to evaluate Local Agencies:

- a. Centralized medical and shopping resources available
- b. That within reason, there is not a distance barrier to access a clinic
- c. Based on current participation numbers, a client base of at least 1000
- d. Existing population patterns provide for a centralized staff to minimize long distance traveling to provide WIC services
- e. In order to respect the sovereignty of the Indian Nations in the state, the Montana WIC Program will recognize each reservation as its own local agency.

The new proposed Local Agencies are as follows:

Local Agency 1:

Local Agency 2:

Local Agency 3:

...and so on and so forth

Indian Reservations

3.1 APPLICANT QUALIFICATIONS

Each WIC Local Agency shall:

- a. Have the equivalent of at least one FTE (full time employee) per 300 WIC clients
- b. Have at least one CPA (Competent Professional Authority) on staff to perform the certification procedures, per federal requirement
- c. Make available appropriate health services to participants and inform applicants of health services which are available, per federal requirement
- d. Ensure adequate RD services for all participants to meet state standards
- e. Have a plan for continued efforts to make health services available to participants at the clinic or through written agreements with health care providers, per federal requirement
- f. Implement the food delivery system prescribed by the state agency, per federal requirement

- g. Insure that lead agency and satellite agency does not discriminate against persons on the grounds of race, color, national origin, age, sex or handicap, per federal requirement
- h. Maintain a non-smoking facility where WIC services are provided, per federal requirement

3.2 LOCAL AGENCY SPECIFIC RESPONSIBILITIES

3.2.1 Administrative Planning Responsibilities

- a. Determine the overall budget for the Local Agency.
- b. Develop a nutrition education plan, breastfeeding support plan and an outreach plan
- c. Develop a plan for providing minimal essential services during an emergency situation or staffing shortage to provide such coverage to all clinics
- d. Develop a plan for the use of innovative technologies in the Local Agency which will minimize distance issues for participants
- e. Develop a plan for program efficiencies and quality, for example, frequency of benefit issuance, hours of operation and location of satellite sites.

3.2.2 Administrative Management Responsibilities

- a. Ensure compliance with State Plan policies, procedures and guidance
- b. Establish satellite clinics if necessary and determine the services to be provided at the satellite clinics
- c. Ensure qualified staff/personnel are employed at the lead agency and provide service at satellite clinics
- d. Provide administrative oversight to satellite clinics
- e. Disseminate policy changes, procedure changes and updated information received from State Agency to all staff in Local Agency
- f. Maintain participant records meeting federal and State Agency requirements
- g. Designate a liaison for the Local Agency with the State Agency
- h. Address issues of compliance, problems or concerns for lead agency and satellite.
- i. Submit expenditure report for Local Agency to State Agency
- j. Maintain documentation for expenditure claims and payroll records
- k. Provide required audit reports for Local Agency
- l. Perform nutrition education accounting (time study) according to requirements and ensure that Local Agency meets the 1/6 requirement

3.2.3 Program Monitoring and Quality Assurance

- a. Perform self-monitoring for Local Agency as per the state plan
- b. Ensure all staff in the Local Agency receive appropriate training to meet State Agency standards
- c. Ensure participants receive nutrition education and breastfeeding education meeting the standards within the Local Agency
- d. Ensure all staff receives adequate continuing education credits
- e. Inform State Agency of training need in the Local Agency.
- f. Maintains and has available for review, audit and evaluation all criteria used for certifications, including information on the area served, income standards used and specific criteria used to determine nutritional risk, per federal regulation

3.2.4 WIC Staff Training

- a. Request from the State Office prior approval for CEU's (Continuing Education Unit) for non-State WIC sponsored training
- b. Inform State Office of employee changes in Local Agency
- c. Designate CBT (Competency Based Training) coordinator who will ensure all staff within the Local Agency completes CBT within appropriate timelines.
- d. Attend state sponsored training

3.3 DPHHS Provided Services and Items

3.3.1 Planning

- a. Determine the amount to be budgeted to Local Agencies.
- b. Provide training and technical assistance to the LA for the development of the nutrition education, breastfeeding promotion and support and outreach plans
- c. Guidelines for required essential services during an emergency situation or staff shortage

3.3.2 Management

- a. Develop the State Plan for the operation of the WIC Program in Montana which includes all policies, procedures and guidance
- b. Establish standards for staff providing nutrition services, per federal regulations
- c. Establish standards for RD services
- d. Provide technical assistance to LA and guidance as needed for the administration of the program
- e. Disseminate policy changes, procedure changes and updated information to LA representative
- f. Determine standards for participant records which meet federal and Montana WIC requirements
- g. Address issues of concern by LA regarding issues of compliance, problems or concerns when presented
- h. Send LA monthly participation reports
- i. Audit and review LA expenditure and payroll reports as required
- j. Provide state approved nutrition education materials, forms and supplies
- k. Provide at a minimum, biannual monitor visits to LA and selected satellites

3.3.3 Computer Equipment and Technology Services

The Montana WIC Program will provide funds to update current equipment on the standard five-year renewal cycle. All purchased equipment must meet WIC standards; however, it will be maintained and supported by the local agency. Each FTE equivalent will receive funds for one full set of the computer equipment necessary to perform WIC duties. These funds will become available at the beginning of each contract period. The Montana WIC Program reserves the right to recover equipment for redistribution.

Each local agency may decide to use equipment for WIC purposes without using WIC funds. This equipment will not be maintained or supported by the State Office and will not be considered in the funding formula.

Every Local Agency employee will be able to access the Montana WIC Helpdesk, which provides technical assistance for the Montana WIC Information System, M-SPIRIT. The Helpdesk is available Monday through Friday, 8AM to 5PM.

The Montana WIC Program will supply the necessary training materials for M-SPIRIT as well. However, it is up to the Local Agency representative to insure that training happens in an appropriate amount of time.

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